

Sealing of Records

Las Vegas Municipal Court



Notice

This document contains instructions for using the Las Vegas Municipal Court's record sealing stipulation process.

No section of this document should be construed as providing legal advice.

Record Sealing is a highly sensitive area. You are encouraged to consult with private legal counsel.

Content

- Eligibility & Reasons for Denial [Page 3](#)
- The Process [Page 4](#)
 - Step 1 - Obtaining Criminal History Reports [Page 4](#)
 - Criminal History Report (CHR)
 - SCOPE
 - Las Vegas Municipal Court Case Dispositions
 - Step 2 - Preparing Record Sealing Forms [Page 5](#)
 - Petition to Seal Records (PTS)
 - Declaration & Verification
 - Order to Seal Records (OTS)
 - Stipulation to Seal Records (STS)
 - Step 3 – Submitting Forms to the Court [Page 6](#)
 - Fees
 - Location & Contact Information
 - Record Sealing Checklist
 - Step 4 – Receiving Response from the Court [Page 7](#)
 - Denial
 - Approval
- Blank Forms [Page 8](#)
 - Legal Forms
 - Petition to Seal Records (PTS)
 - Declaration & Verification
 - Order to Seal Records (OTS)
 - Stipulation to Seal Records (STS)
 - Notice of Entry of Order
 - Certificate of Mailing
 - Request Forms from Other Agencies
 - Criminal History Report Request Form (DPS-006)
 - SCOPE Request Form
- Additional Information & Contacts [Page 9](#)
 - Record Sealing Information & Useful Resources
 - Common Agencies / Courts / City Attorneys

Eligibility

The Las Vegas Municipal Court may be petitioned for the sealing of misdemeanor criminal records pursuant to the [Nevada Revised Statutes \(NRS\) 179.245 through 179.255](#).

Per Nevada Revised Statute, the following convictions are not eligible for sealing until the Statute of Limitation requirements have been met from the time your case is closed, including parole or probation.

- **Misdemeanor DUI** (Driving under the Influence of Drugs and/or Alcohol) **7 years**
- **Misdemeanor BDV** (Battery Domestic Violence) **7 years**
- **Misdemeanor** (Ex: Traffic, Petit Larceny, Trespassing, etc.) **2 years**
- **Dismissed / Denied / Acquitted Misdemeanors** **No Wait**

The City Attorney reserves the right to impose additional time to the waiting period for Dismissed/Denied or Acquitted BDV's/DUI's

Note: A person may **not** petition the Las Vegas Municipal Court to seal records relating to felonies, gross misdemeanors or crimes not occurring in the City of Las Vegas. If charges from other jurisdictions are included in the Petition to Seal Records and/or Order to Seal Records, it will be cause for denial and your record sealing documents will be returned to you.

The following are some of the reasons that your petition may be denied:

- Statutory length of time since your case is closed has not been satisfied (See NRS 176.245)
- You have pending and/or active case(s) in any jurisdiction.
- You have Drug and/or DUI (Driving under the Influence of Drugs and/or Alcohol) case(s) recently denied by the City or District Attorney's Office.
- Your Petition includes a crime in which you received a Dishonorable Discharge from probation.
- You have included any offense that occurred within a jurisdiction other than that of the Las Vegas Municipal court. Examples of other jurisdictions are, but not limited to: Eighth Judicial District Court of Nevada, Las Vegas Justice Court, North Las Vegas Justice/Municipal Courts, etc...
- Procedural mistakes such as: required documents or fees were not included / outdated SCOPE / missing signatures / missing or incorrect information / etc.

Procedural mistakes may be corrected and the documents resubmitted; please see [Page 7 – Denials](#) for more information.

The Process

Step One - Obtain Your Criminal History Reports

The Las Vegas Municipal Court requires a current and verified criminal history report from both the Las Vegas Metropolitan Police Department **AND** the Nevada Criminal History Central Repository.

1) Nevada Criminal History Central Repository

The Nevada Department of Public Safety Criminal History Repository can provide you with a criminal history report (CHR) for the state of Nevada.

It may take several weeks to receive your results from the NV Criminal History Central Repository.

For current fees and additional information, please refer to the request form **DPS-006** found at:

www.nvrepository.state.nv.us/criminal.shtml

Contact:

NV Criminal History Central Repository
Department of Public Safety
Records & Identification Bureau
333 Nye Lane, Suite 100
Carson City, NV 89706

(775) 684-6262

www.NVRepository.State.NV.US

2) Las Vegas Metropolitan Police Department

The Las Vegas Metropolitan Police Department can provide you with a criminal history report for arrests/violations occurring in the City of Las Vegas. (SCOPE)

Your SCOPE will remain valid for 45 days. If a SCOPE older than 45 days is submitted, it will be cause for denial and your Seal Order documents will be returned to you.

Contact:

Las Vegas Metropolitan Police Department
Records Section
400 S. Martin Luther King Blvd., BLDG. C
Las Vegas, Nevada 89101

(702) 828-3475 / (702) 828-3476

www.lvmpd.com

3) Las Vegas Municipal Court

The Las Vegas Municipal Court can provide Judgments of Conviction / Dispositions by request or online for free.

Please refer to [NRS 179.245 2b](#) and/or [NRS 179.255 3c](#) to determine if you are required to include certified dispositions with your Petition to Seal.

Contact:

(702) 229-2235

www.lasvegasnevada.gov

Step Two – Prepare Record Sealing Forms

The Las Vegas Municipal Court requires the following documents and a specific number of additional copies:

- Petition to Seal Records
 - 1 Original and 1 Copy
- Declaration & Verification or Affidavit
 - 1 Original and 1 Copy
 - You may choose to provide either a Declaration & Verification or an Affidavit. If you choose to provide an Affidavit, it **must** be notarized. A Declaration & Verification does not require notarization.
- Order to Seal Records
 - 1 Original and 3 Copies
- Stipulation to Seal Records
 - 1 Original and 3 Copies

Note about Additional Copies: Once the Judge has signed your Order to Seal, the Court will keep the originals and return the three copies of the Order to Seal and Stipulation to Seal to you.

If you would like additional copies of the Order and/or Stipulation returned to you (beyond the standard 3), please include extra copies *at time of submittal*, **with** a written request stating the number of additional copies being requested. If no written request is included, the additional copies will be discarded and only the standard 3 copies will be returned to you.

Once you receive the signed and filed paperwork from the Court, additional copies **cannot** be provided.

The Petition to Seal and the Order to Seal **must** include the following information:

- Petitioner's full name
- Petitioner's Address & Phone Number
- Arresting Agency for each charge
- Charge Description
- Las Vegas Municipal Court Case Number for each charge
- Final Disposition of each charge
- Final Disposition Date of each charge

Forms for each document are linked on Page 8 of this document and/or can be found at:

<http://www.lasvegasnevada.gov/Government/31030.htm>

Note: Each document (Petition, Declaration & Verification, Order, and Stipulation) must be signed and dated. If signatures are missing, or typed in rather than signed on any of the listed documents, it will be cause for immediate denial and your Record Sealing Forms will be returned to you.

Step Three – Submitting Record Sealing Documents to the Court

Fees

There are several fees that may apply when sealing your records with the Las Vegas Municipal Court.

Filing fee:	\$50.00 (required at time of submittal)
Additional Copies:	\$0.50 per page (if required copies were not provided)
Additional Certified Copies:	\$3.00 (if requesting extra certified copies of the Order to Seal)
Resubmittal fee:	There is no additional charge for resubmitting a denied Record Sealing packet. However, your original filing fee is only valid for 3 months. If you resubmit a previously denied Record Sealing packet after that time, you will need to pay a new \$50.00 filing fee.

Checks or Money Orders should be made payable to “**City of Las Vegas Municipal Court**”.

Note: The \$50 filing fee is required at time of submittal. If your packet is missing the filing fee, it will be cause for immediate denial and your record sealing packet will be returned to you.

Do NOT include extra payment for additional copies or extra certified copies at time of submittal.

You will be notified of any additional fees for copies or extra certified copies after your Order to Seal has been signed by the Judge and filed by the Court.

Location & Mailing Information

Once you have the required documents, you can either mail them to the Las Vegas Municipal Court Records Management Unit, or drop them off in person at the customer service counter of the Las Vegas Municipal Court.

Mail to:

Las Vegas Municipal Court
ATTN: RECORDS MANAGEMENT
PO Box 3950
Las Vegas, NV 89127

Drop off in person at:

Las Vegas Municipal Court
Customer Service Counter – 1st Floor
@ [The Regional Justice Center](#)
[200 Lewis Ave.](#)
[Las Vegas, NV 89101](#)

Note: Do not mail or drop off your record sealing packet directly to the Las Vegas City Attorney’s Office; doing so may create an unnecessary delay in processing your request.

Record Sealing Checklist

Before submitting your record sealing packet to the court, please make sure the following are included:

- ☐ \$50 filing fee payment
- ☐ Petition to Seal Records (original)
- ☐ 1 copy of the Petition to Seal Records
- ☐ Declaration & Verification or Notarized Affidavit (original)
- ☐ 1 copy of Declaration & Verification or Notarized Affidavit
- ☐ Order to Seal Records (original)
- ☐ 3 copies of Order to Seal Records
- ☐ Stipulation to Seal Records (original)
- ☐ 3 copies of Stipulation to Seal Records
- ☐ SCOPE (criminal history report from the Las Vegas Metropolitan Police Department)
- ☐ CHR (criminal history report from the Nevada Criminal History Central Repository)
- ☐ Dispositions for each case, if necessary

Step Four – Receiving Response from the Court

Once the Court has processed your record sealing packet, you will receive a response back through the mail.

Denial

If your packet is denied, the Court will return the following documents to you:

- 1 Letter of Denial listing the reason your packet was denied
- 1 copy of the filing fee receipt
- 1 copy of the Original Petition (the Court keeps the original)
- 1 copy of the Original Declaration & Verification or Notarized Affidavit (the Court keeps the original)
- Original Order & the three copies of the Order
- Original Stipulation & the three copies of the Stipulation
- SCOPE
- CHR

You may correct any mistakes and resubmit. When resubmitting, please include a copy of the Letter of Denial and a copy of the filing fee receipt. A new \$50 filing fee is NOT required if resubmitted within 3 months.

Please be aware that your SCOPE is only valid for 45 days; you may need to acquire a new copy from the Las Vegas Metropolitan Police Department before resubmitting.

Approval

If your packet is approved, all cases as listed in the Order and Petition will be sealed in the Las Vegas Municipal Court system and the Court will return the following documents to you:

- 1 Letter of Compliance
- 3 Certified copies of the Order to Seal Records
 - Signed by the Judge and City Attorney
 - Filed by the Court
- 3 copies of the Stipulation to Seal Records
 - Signed by the City Attorney
 - Filed by the Court

Once you have received the above documents back from the court, it is the responsibility of the Petitioner to distribute copies of the filed and certified copies of the Order to any agencies known to be involved with the charges in question, including but not limited to those listed on the Petition and Order.

A Notice of Entry of Order to Seal Records and a Certificate of Mailing should be included with each Order being mailed out. Templates can be found at: www.lasvegasnevada.gov/Government/municipalcourt.htm .

An original copy of the filed/stamped Order should also be retained by you for your records.

Forms

Legal Forms for Record Sealing in the Las Vegas Municipal Court

These forms are provided for your convenience. It is the responsibility of the Petitioner and/or Attorney to provide correct information; these forms cannot verify that the information you enter is true or correct.

- If you are an Attorney filing on behalf of the Petitioner:
http://www.lasvegasnevada.gov/files/RECORD_SEALING_FORM_PACKET_ATTORNEYS.pdf
- If you are the Petitioner filing in Proper Person:
http://www.lasvegasnevada.gov/files/RECORD_SEALING_FORM_PACKET_PRO_PER.pdf

Each version contains the following documents:

- Petition to Seal Records (PTS)
- Declaration & Verification
- Order to Seal Records (OTS)
- Stipulation to Seal Records (STS)
- Notice of Entry of Order & Certificate of Mailing

Request Forms for Other Agencies

Criminal History Report Request Form (DPS-006) from <http://nvrepository.state.nv.us>

- http://nvrepository.state.nv.us/Criminal/forms/DPS_006_Form.pdf

SCOPE Request Form from <http://www.lvmpd.com/>

- http://www.lvmpd.com/Portals/0/pdfs/LVMPD548_4-14.pdf

Additional Information & Contacts

Las Vegas Municipal Court Records Management

(702) 229-2235

<http://www.lasvegasnevada.gov/Government/31030.htm>

The following links and phone numbers are provided for your convenience. The Las Vegas Municipal Court is not responsible for the content on these sites and has no control over their accuracy.

Record Sealing Information & Useful Resources

Legal Aid Center of Nevada

(702) 386-1070

<http://www.lacsn.org/>

Legal Aid Center of Nevada Record Sealing Section

<http://www.lacsn.org/what-we-do/free-classes/record-sealing>

Nevada Legislature

(775) 684-6827

<http://www.leg.state.nv.us/>

Nevada Revised Statutes (NRS)

<http://www.leg.state.nv.us/law1.cfm>

Nevada Department of Public Safety General Services Division

(775) 684-6262

<http://nvrepository.state.nv.us/>

Common Agencies / Courts / City Attorneys

Las Vegas Metropolitan Police Department

(702) 828-3111

<http://www.lvmpd.com/>

Las Vegas City Attorney

(702) 229-6629

<http://www.lasvegasnevada.gov/Government/attorney.htm>

8th Judicial District Court of Nevada http://www.clarkcountycourts.us/ejdc/	(702) 671-4528
Las Vegas Justice Court http://www.lasvegasjusticecourt.us/	(702) 671-3100
Clark County District Attorney http://www.clarkcountynv.gov/depts/district_attorney/Pages/default.aspx	(702) 671-2500
Nevada Attorney General http://ag.nv.gov/	(702) 486-3420
Nevada Criminal History Central Repository http://dps.nv.gov/	(775) 684-4808
Nevada Department of Corrections http://www.doc.nv.gov/	(775) 887-3285
Nevada Department of Motor Vehicles http://www.dmvnv.com/	(702) 486-4368
Nevada Department of Parole and Probation http://npp.dps.nv.gov/	(702) 486-3001
Nevada Gaming Control Board http://gaming.nv.gov/	(775) 684-7700
Boulder City Justice Court http://www.clarkcountynv.gov/depts/justicecourt/boulder/Pages/default.aspx	(702) 455-8000
Boulder City Municipal Court http://www.bcnv.org/?q=municipalcourt	(702) 293-9278
Boulder City Attorney http://www.bcnv.org/?q=node/185	(702) 293-9238
Boulder City Police Department http://www.bcnv.org/?q=police	(702) 293-9224
Bunkerville Justice Court http://www.clarkcountynv.gov/depts/justicecourt/bunkerville/Pages/default.aspx	(702) 346-5711
Goodsprings Justice Court http://www.clarkcountynv.gov/depts/justicecourt/goodsprings/Pages/default.aspx	(702) 874-1405

Henderson Justice Court	(702) 455-7951
http://www.clarkcountynv.gov/depts/justicecourt/henderson/Pages/default.aspx	
Henderson Municipal Court	(702) 267-2323
http://www.cityofhenderson.com/municipal_court/	
Henderson City Attorney	(702) 267-2323
http://www.cityofhenderson.com/city_attorney/	
Henderson Police Department	(702) 267-5000
http://www.cityofhenderson.com/police/	
Laughlin Justice Court	(702) 298-4622
http://www.clarkcountynv.gov/depts/justicecourt/laughlin/Pages/default.aspx	
Mesquite Justice Court	(702) 346-5298
http://www.clarkcountynv.gov/depts/justicecourt/mesquite/pages/default.aspx	
Mesquite Municipal Court	(702) 346-5291
http://www.mesquitenv.gov/city-government/departments/municipal-court	
Mesquite City Attorney	(702) 346-5181
http://www.mesquitenv.gov/city-government/departments/city-attorney	
Moapa Justice Court	(702) 864-2333
http://www.clarkcountynv.gov/depts/justicecourt/moapa/pages/default.aspx	
Moapa Valley Justice Court	(702) 397-2840
http://www.clarkcountynv.gov/depts/justicecourt/moapavalley/pages/default.aspx	
North Las Vegas Justice Court	(702) 455-7801
http://www.clarkcountynv.gov/depts/justicecourt/nlv/Pages/default.aspx	
North Las Vegas Municipal Court	(702) 633-1130
http://www.cityofnorthlasvegas.com/departments/municipalcourt/municipalcourt.shtm	
North Las Vegas City Attorney	(702) 633-1050
https://www.cityofnorthlasvegas.com/Departments/CityAttorney/CityAttorney.shtm	
North Las Vegas Police Department	(702) 633-9111
https://www.cityofnorthlasvegas.com/Departments/Police/Police.shtm	
Searchlight Justice Court	(702) 297-1252
http://www.clarkcountynv.gov/depts/justicecourt/searchlight/pages/default.aspx	